



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.7.2	Subject: IT HARDWARE, SOFTWARE AND CONTRACTED SERVICES STANDARDS
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2 and Attachments
Section 7: Information Systems	Effective Date: Dec. 1, 1996
Signature: /s/ Mike Ferriter, Director	Revised: 03/12/01, 06/26/02, 02/08/07 Reviewed: 12/15/08

I. POLICY

The Department of Corrections establishes and follows standards in the acquisition and installation of computer hardware and software to ensure compatibility within and between Department programs and other State entities. This includes contracting for information services when fiscal and operational issues suggest that contracts are the most appropriate method for securing these services. All contracts for information services will be handled in compliance with all applicable state laws and policies.

II. APPLICABILITY

All divisions, facilities, or programs under Department jurisdiction or contract.

III. DEFINITIONS

Acquisition – To purchase, lease, rent, or acquire hardware and/or software by any method.

Contracts for Information Services – Include, but are not limited to, contracts for system analysis, design, development, maintenance, enhancement, operation or administration. Systems include data systems and any networks or communications facilities supporting such systems.

DOA – The Department of Administration.

ITPR – Information Technology Purchase Request.

IV. DEPARTMENT DIRECTIVES

- A. The Department of Administration (DOA) is authorized to review and approve "agency specifications and procurement methods" pursuant to 2-17-512(k), MCA, for all computer hardware and software purchases. To ensure compatibility within and between various State agencies, and to help keep computer support staffing levels at a minimum, the DOA identifies hardware and software standards to be followed by all State agencies. Included are standards for hardware and for software.
- B. The Department of Administration (DOA) has the statutory responsibility to administer all state contracts for information services. In exercising this responsibility, the DOA requires that their Information Technology Services Division (ITSD) review and approve all contracts for such services. ITSD has entered into term contracts with several vendors to facilitate state agencies in contracting for information services.

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- C. To aid State agencies, the DOA enters into "term contracts" with various vendors to procure standard hardware and software at discounted prices without the need to follow the competitive bidding process for each purchase. Some of these term contracts are exclusive, such as, agencies are required to purchase from the term contract vendor to the exclusion of all other vendors. It is the policy of the Department to follow these standards by purchasing computer hardware and software utilizing DOA approved term contracts.
- D. In certain software categories the DOA has chosen not to set standards. In those cases, the Department may establish its own standards for purchase, which must be approved by DOA.
- E. To ensure conformity to these standards, all orders to purchase or lease computer hardware and software must be reviewed and approved by the Information and Business Technology Bureau Chief prior to issuing purchase orders, using the process and form attached to this policy. This applies to free or no-cost software as well.
- F. The Department and DOA recognize the occasional need to purchase hardware and/or software that are "nonstandard." The general criteria that will be applied to the approval of nonstandard purchases are that the hardware and/or software incorporate some necessary capability not present in standard hardware and/or software. In this case the DOA will review the request and issue an exception in writing.
- G. Programs interested in contracting for information services should contact the Information and Business Technology Bureau (IBTB) of the Department of Corrections which will assist in the coordination with ITSD. If it is determined that an existing term contractor cannot provide the services desired in a timely or cost-effective manner, the IBTB will work with the requestor and ITSD to secure a suitable vendor following state law and policies governing the RFP and contracting processes.
- H. Requests for computer and software acquisitions must be made in writing on the attached ITPR form (see Attachment A).
- I. In general, nonstandard hardware and software have limited support by the Information and Business Technology Bureau, but the Bureau must be consulted before any nonstandard equipment or software is installed.
- J. All acquisitions of computer hardware and software must be made in accordance with the Department and DOA State purchasing policies and procedures, including *DOC Policy 1.2.8, Procurement*.

V. CLOSING

Questions concerning this policy should be directed to the Department's Chief Information Officer (CIO.)

VI. REFERENCES

- A. 2-15-112, MCA (2007) *Duties and Powers of Department Heads*; 2-17-532, MCA, (2007) *Establishment*; 18-4-313, MCA (2007) *Contracts—Terms, Extensions, and Time Limits*; 53-1-203, MCA (2007) *Powers and Duties of Department of Corrections*
- B. 2-17-504 through 528, MCA *Montana Information Technology Act*

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C. Title 2, Chapter 12, Sub-Chapters 1 & 2; Administrative Rules of Montana

D. DOC Policy 1.2.8, Procurement

VII. ATTACHMENTS

[Information Technology Purchase Request](#)

[Procurement Request Process Narrative](#)

[Procurement Request Process Flowchart](#)